USER GUIDE

HAWKESBURY SPORTS COUNCIL INC.

135 Windsor Street, RICHMOND NSW 2753 **ABN:** 87 441 409 041
Phone: (02) 4578 8504 **Fax:** (02) 4578 8323 **Mobile:** 0408 236 186
Email: hawksports@bigpond.com

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1. FOREWORD

Hawkesbury City Council has delegated the responsibility of care, control and management of their active sporting facilities to the Hawkesbury Sports Council Incorporated (HSC). Hawkesbury City Council and HSC are committed to providing an equitable pricing system for the service supplied and to maximise their use. Hawkesbury City Council has legislated that smoking is not permitted within 10 metres of any children's playground or any sporting field. This short guide is intended to improve the channels of communication between the Sports Council, sporting clubs and the general community.

1.1. Introduction

1.1.1. The Hawkesbury City Council is unique to other Local Government Authorities in NSW in so much as a decision was taken by Council to allow the care, control and management of all sporting grounds and facilities within its boundaries to be undertaken by the sporting people of the area through the HSC.

1.1.2. The facilities are currently used for a variety of sports including cricket, soccer, rugby league, rugby union, Australian Rules football, touch football, baseball, softball, netball, athletics and tennis.

1.1.3. These sports are conducted by sporting associations ranging from multipurpose sports clubs which conduct activities over both summer and winter seasons, to single teams which operate for a single season.

1.2. Access

1.2.1. HSC and Hawkesbury City Council are committed to the upgrading of sportsgrounds and facilities to provide access to disabled members of the community, as funds permit (Reference NSW Disability Services Act 1993).

1.3. Aims and Objectives

1.3.1. The main aim of this guide is to provide all relevant information, policies and practices for the hirers of the Council's sports facilities. Also, HSC aims to establish guidelines, procedures for allocation and conditions of hire to all user groups.

1.4. Communication

1.4.1. Communication between the HSC and sporting groups is the most important factor in effective facility management.

1.4.2. The HSC recognises the invaluable voluntary contribution made by clubs and association members and understands that changes to committee personnel often take place on an annual basis.

1.4.3. By taking the following steps, you can ensure that communication between the HSC and your group can be maintained.

(a) Obtain a Post Office box to ensure information is received irrespective of changes in committee membership.
(b) Nominate one member of the committee to be contactable both during and outside office hours.
(c) Inform HSC of executive committee members each year and the executive committees of member clubs.
(d) Get to know your HSC representatives.

1.5. User Groups

1.5.1. A user group with a representative from all sports using each particular facility should be formed for each ground. In liaison with the HSC, the user groups are responsible for such things as:

(a) Monitoring ground use compliance
(b) Interaction between the sporting groups
(c) Assisting the Sports Council in the planning and upgrading of the facility
(d) Monitoring ground use in wet weather conditions

1.6. Area of Application

1.6.1. This guide shall apply to all sports facilities within the boundaries of the Hawkesbury City Council's Local Government Area other than existing lease arrangements, such as Richmond Golf Club, Showground, Tennis, Leisure Centres and Swimming Pools. A list of such grounds is included in the Attachment B on page 20 of this guide.

1.7. Other Sports and Activities

1.7.1. A variety of sports and activities are undertaken on HSC grounds (e.g. markets, dog training). These activities are all governed by the policies outlined in this guide and appropriate insurance cover, fees and charges apply.

2. ALLOCATIONS

2.1. Allocation of Sportsgrounds

The following section details the policy and procedures for the allocation of sportsgrounds. All hire applications for sportsgrounds are only accepted with the signatures of the president and secretary.

2.1.1. Grounds are allocated on a preferred previous user basis.

2.1.2. Applications are registered officially with HSC for future reference and record keeping. When allocating grounds, preference will be given to local clubs who have a majority of their members living within the Hawkesbury area.

2.1.3. In line with Hawkesbury City Council's multi-use policy, grounds will be allocated to several sports with each group being regarded as a hirer under the terms of this policy. Clubs shall only use the grounds for the agreed use, times and season. Any use outside the agreed parameters requires written submission from the club and approval from HSC.

2.1.4. If an application is rejected by HSC, the hirer shall be notified of the reason.

2.1.5. Seasonal Hire

(a) It is HSC policy to offer the use or hire of a sports ground to the Club/Association or Organisation which had the allocation of that particular facility previously on a regular basis.
(b) Applications are sent out seasonally to those groups for confirmation, showing the new updated rules, conditions, fees and charges that will apply.
(c) When applications are received by HSC, staff members are able to ascertain the availability of grounds for new hirers.
(d) New clubs applying for grounds must provide details of their membership, club history and proposed use of the grounds.
(e) Final allocation of grounds is subject to the signing of the Grounds Application form by the Club President and Secretary, acknowledging that all sections of this guide have been read and accepted. A copy of this agreement form should be retained by the club.

2.1.6. Casual Hire

(a) It is Sports Council's obligation to provide users with access to sports facilities on a casual basis.
(b) Casual applications to use the sports facilities are accepted by mail, fax or in person.
(c) Approval of an application is confirmed by letter and invoice. Shown on the invoice is the applicable fee, due dates and appropriate contacts.

2.2. Sub-letting

2.2.1. No club shall sub-let a ground or facilities to another club or group. No use of the ground or facilities is allowed outside the times and days booked by the Club.

2.2.2. The Sports Council retains the right to hire grounds or facilities outside times and days allocated to the Club with due regard to security issues.

2.3. Block Booking

2.3.1. Unless a club can demonstrate a need for the actual use of a ground, the block booking of all available sessions for a ground will not be accepted.

2.4. Allocation Timetable

Action	Winter Season	Summer Season
Applications open	1st December	1st June
Advertised	Mid December	Mid June
Applications close	31st January	31st July
Applicants notified	Mid February	Mid August
Payment due by	1st September	1st March

2.5. Season Determination

Sports seasons	Ground availability
Summer Season: 1st September - 31st March	**START:** Second weekend in September **FINISH:** Last weekend in March
Winter Season: 1st April - 30th August	**START:** Second weekend in April **FINISH:** Last weekend in August

2.5.1. There is a two-week break between seasons to allow HSC to repair and renovate the grounds, preparing them for the following season.

2.5.2. With regard to pre-season trial and grading days, grounds will be allocated subject to availability and HSC permission. However, it must be noted that the current sport using the ground has priority over the incoming sport. Associations must ensure that all clubs are aware of this rule and abide by it. A percentage of seasonal hire fees will apply to any additional use.

2.6. Hours of Use

2.6.1. Clubs may only use the grounds during the allocated hours.

2.6.2. No sporting activity or competitive sport is to commence prior to 8am on any day OR after 10pm on any night without specific authorisation from HSC.

2.7. Loss of Allocation

2.7.1. Hirers of HSC's sports facilities are generally very conscientious in their use of the grounds allocated to them. However, it must be clearly stated that certain activities may jeopardise the tenure of hirers to allocated grounds, result in increased charges or jeopardise ongoing tenure. Such activities include:

(a) Non payment of fees by due date.
(b) Failure to observe the closing of grounds due to wet weather.
(c) Failure to leave areas clean and tidy after use.
(d) Use outside of the allocated period/times.
(e) Lack of control over players and spectators.
(f) Any other matter contrary to the responsibilities of hirers, including the return of agreements and failure to maintain sufficient public liability insurance.
(g) Failure to attend HSC delegates meetings.
(h) Failure to return keys at end of season.

3. FEE ARRANGEMENTS

3.1. Fee Structure

SCHEDULE OF FEES AND CHARGES			
All prices GST inclusive			
Grounds - full day - seasonal		$643.00	Per field
Grounds - casual	no canteen	$198.00	Per day for sport
Grounds - casual	Bensons other	$198.00	Per day for sport
Grounds - casual	Owen Earle Oval	$483.00	Per day & preparation fee
Grounds - casual	turf wickets	$383.50	Per day & preparation fee
Turf Wicket Preparation Fee		$219.00	Per day
Owen Earle Wicket Preparation		$254.00	Per day
Canteen hire - seasonal		$297.00	Per season
Canteen hire - casual - (if available)		$152.00	Per day & $100 cleaning bond
Player Fee		$6.75	Per registered player
Floodlighting		$151.00	1 night per week per season
Floodlighting - casual		$39.00	Per hour
Tennis / Netball Courts	Permanent	$14.00	Per night hour— Nth Richmond
Tennis / Netball Courts	Casual	$11.50	Per day hour— Nth Richmond
		$18.00	Per night hour— Nth Richmond
		$12.50	Per day hour— Nth Richmond
Call out fee		$147.00	Resulting from failure to secure facility or turn off floodlights
Administration Fee		$142.00	Applicable to casual events
Schools hire:			
PERM	Primary School	$200.00	Per ground, per school year
	High School	$305.00	Per ground, per school year
	Tennis Courts	$97.00	Per court, per year Nth Richmond
	Netball Courts	$97.00	Per court, per year Nth Richmond
CASUAL	Carnivals	$110.00	Per carnival
	PSSA & HSSA Sport	$2.75	Per child per event
Exclusive use events		P.O.A.	Floodlighting fee, administration fee & refundable bond apply.
Commercial Hirers		P.O.A.	Fees as listed above with 25% commercial loading.

3.2. Payments

3.2.1. All fees are paid on a seasonal basis in line with Sports Council's annual fees and charges.

3.2.2. All monies owing to HSC must be paid in full within six weeks of the end of each season.

3.2.3. Clubs shall be liable for payment for all grounds allocated to them.

3.2.4. Casual users must pay in advance.

3.3. Electricity

3.3.1. All ground hire fees are inclusive of electricity (not floodlighting) and water costs. However, hirers must take all reasonable precautions to ensure that power consumption is confined to the approved usage of the grounds.

3.3.2. All floodlighting on grounds must be turned off by 9:30pm for both training and night games.

3.3.3. An additional timed charge will apply for any lights left on after 10pm. All players, spectators and officials must vacate the area no later than 10pm without causing disturbance to surrounding residences.

3.4. Source of Funds

3.4.1. Under the Capital Assistance Programme, grants are made on a dollar for dollar basis. HSC and other Government body approvals must be obtained before any project will be given permission to proceed.

3.4.2. Guidelines include:

(a) Requests for retrospective funding, maintenance costs, operation costs, equipment and salaries are not considered.
(b) Projects which are private commercial ventures will not be considered.
(c) Lower priority will be given to projects such as fencing and road works, development on privately owned land leased by a sporting association or construction which is unable to start within 18 months of the application.
(d) High Priority may be given to projects involving multi-purpose facilities such as seating, shelters, canteens and lighting.

3.5. Hawkesbury Sports Council's Budget

3.5.1. Items taken into consideration in budget proposal include:

(a) Innovative development of appropriate projects/programmes to meet the city's need as outlined in the HSC Management Plan.
(b) To encourage user and community involvement in the development of these projects
(c) To facilitate access to services and programmes by the whole community
(d) To establish new projects & programmes
(e) To purchase or hire new equipment
(f) To assist minor capital works in conjunction with users
(g) To maintain the sports facilities to a safe and acceptable standard

September AGM	Sporting groups advised to prepare forward plans.
30 December	Forward plans due at HSC office
28 February	Budget proposal completed
30 March	Budget proposal lodged with Hawkesbury City Council
30 June	Budget amount confirmed.

3.6. Management Plan

3.6.1. Each year funds are allocated to the HSC as part of Hawkesbury City Council's budgetary process. Projects are chosen based on information provided by clubs/user groups and prioritised by the Sports Council.

3.7. Fees and Charges

3.7.1. Hire fees collected for the use of sportsgrounds are placed into the HSC account. These funds are then used by the Sports Council to maintain and develop the sporting fields and facilities.

4. MAINTENANCE AND IMPROVEMENTS

4.1. Major Maintenance

4.1.1. HSC has limited funds available for funding major improvements and encourages clubs to contribute towards the development of sportsgrounds.

4.1.2. All alterations must have the prior consent of HSC and the user group (if applicable) and where required, a formal Development Application must be made to HCC.

4.1.3. All improvements must be either carried out by the HSC or under its supervision. Qualified tradesmen must be used if clubs intend to carry out improvements themselves. Builders Licence number and insurance cover (Public Liability and Workers Compensation) and an approved WH&S plan must be supplied to the Sports Council prior to work being approved.

4.1.4. All improvements or alterations to sportsgrounds or facilities become the property of Hawkesbury City Council and cannot be removed by the club, except with the prior approval of HSC.

4.2. Minor Improvements

4.2.1. These may be carried out subject to the following:

(a) Prior approval for improvements is obtained from the HSC and the user group (if applicable).
(b) HSC must obtain Building and Development Application approval through Hawkesbury City Council, where appropriate.
(c) Where applicable, all works must be carried out by qualified tradespersons who must supply licence number and insurance cover to HSC.
(d) All work is supervised by HSC and Hawkesbury City Council staff who will give final approval of finished work.
(e) Where illegal work is found, it will be removed or repaired by the HSC at the Club's expense.
(f) Clubs or user group working bees are encouraged (with appropriate insurance cover).

4.3. Building Maintenance

4.3.1. All damage, either deliberate or accidental, should be reported to HSC, outlining full details of the incident, as soon as possible,

4.3.2. The hirer will be held responsible for the first one thousand dollars ($1,000) of any cost incurred for repairs of damage which, on investigation is found to have been caused as a result of the hirer keeping money or valuables on the premises, or failing to secure the facility.

4.3.3. No fuel is to be stored on any premises.

4.3.4. A hirer who is found to cause damage to a sportsground or facility either through misuse or lack of maintenance will be required to pay full repair costs.

4.3.5. Failure to pay such costs will lead to the hirer forfeiting its hire rights to all HSC controlled sportsgrounds.

4.3.6. Meter boxes and floodlight switching will be progressively updated to ensure safety and limited access by groups to main boards. Any tampering with electrical work will lead to consideration of closing the building to hirers.

4.4. Ground Maintenance

4.4.1. HSC will generally undertake the routine maintenance of the sportsgrounds and facilities including maintenance to ground lighting. HSC has the right to carry out any maintenance to grounds and amenities when required, provided clubs and user groups are given due warning of any major work or renovation that may close the grounds or facilities for use.

4.5. Line Marking

4.5.1. Line marking of grounds is the responsibility of individual clubs. Under no circumstances is round up to be used when marking lines.

4.6. Soil and Turf

4.6.1. HSC may provide topsoil and turf in small quantities to clubs for use during the season and for minor repairs upon request to ground surfaces. Clubs are expected to spread such soil and lay turf.

4.7. Mowing

4.7.1. HSC will mow all grounds to a suitable standard and mow around fences and amenities. No fuel to be left on grounds.

4.7.2. User groups are responsible for any turfing of this area if required.

4.8. Covering & Uncovering Wickets

4.8.1. The covering and uncovering of cricket wickets with soil occurs in the one-week period between seasons.

4.8.2. HSC will supply topsoil and level the soil across the pitch. Clubs and user groups are responsible for any turfing of this area if required. HSC does not supply or lay this turf.

4.8.3. The next user sets the schedule for the covering and uncovering of cricket wickets. No priority is given to any ground for this procedure.

5. OTHER MATTERS

5.1. Insurance

5.1.1. The hirer shall be responsible for Public Liability insurance cover (minimum $10,000,000 - in the case of functions or recreation organised by the club) and contents insurance for any equipment stored at the facility.

5.1.2. It is also the responsibility of the hirer to inspect the playing field, surrounds, car parks, buildings, fencing, irrigation systems, goal posts and structures, prior to each use, (including training) and ensure the field is clear of obstacles and hazards which could pose a risk of injury to the participants in the hirer's activities.

5.1.3. The hirer agrees to indemnify Hawkesbury City Council and HSC against all injury sustained as a result of the hirer failing to carry out is aforementioned responsibility and where the hirer takes a decision to utilise the facility despite there being a risk to participants, spectators or attendees.

5.1.4. This cover is additional to any player or participant insurance that the club may effect to specifically cover sporting injuries.

5.1.5. Proof of insurance must be presented to HSC when applying to use any sportsground and must be kept current at all times that the ground is to be used.

5.1.6. HSC must be advised of any incident or circumstance that may give rise to a claim.

5.1.7. Please be aware of Council By-Laws and notices where signposted.

5.1.8. Voluntary workers must complete a declaration form for coverage under HSC's Voluntary Workers Insurance Policy.

5.2. Goal Posts

5.2.1. Sports Council will provide and install any goal posts required in accordance with the specifications. At the end of each season they will be removed by HSC and stored at Hawkesbury City Council's depot. No clubs are to retain possession of these posts unless they are owned by that club.

5.3. Canteen Usage

5.3.1. Clubs may have the use of the canteen facilities during the allocated hours of use and will be responsible for the maintenance of fixtures and fittings, including padlocks etc.

5.3.2. Clubs must also comply with health regulations.

5.3.3. Information on Hawkesbury City Council's Health Department code for "Temporary Food Premises" is provided in each canteen.

5.4. Signage

5.4.1. Clubs must apply for permission to erect signs on sportsgrounds and they must comply with the Sports Council's signage policy guidelines as set out in the attachment in Attachment A of this guide.

5.4.2. No alcohol or tobacco products can be advertised.

5.5. Residential Amenity

5.5.1. The quiet enjoyment of property owners adjoining sportsgrounds is not to be disturbed by excessive noise, offensive language/behaviour or any other activity likely to cause disturbance.

5.5.2. As a courtesy to other park users, clubs are expected to notify nearby residents of any events which may be out of normal club activities and are expected to generate larger crowds and extra noise.

5.5.3. All reasonable attempts are to be made to ensure that struck or thrown balls do not leave the ground, either into private property or onto adjacent roads.

5.6. Wet Weather

5.6.1. Clubs or user groups (if applicable) are responsible for the closure of sportsgrounds affected by wet weather. HSC reserves the right to close grounds at short notice if weather conditions make such action necessary.

5.6.2. Ground closures must be adhered to.

5.6.3. HSC will generally keep grounds open if there is some doubt about future weather conditions. Hirers are expected to make their own assessment if conditions warrant and choose not to play if there is a significant chance of damage to the grounds surface or injury to players/participants. Any hirer using grounds whilst wet will be liable for the full cost of repairs and insurance claims resulting from such use.

5.6.4. Ground closures are available at: www.hawkesbury.nsw.gov.au/communityorgs/2760.html.

5.7. Storage

5.7.1. Sporting equipment and/or canteen goods may be stored in appropriate areas subject to the following:

(a) Storage can only be during the period of actual hire and must be removed during periods of inactivity e.g. end of season, over holiday periods, except where properly constructed storage rooms are provided for the use of specific clubs.
(b) To deter vandalism and theft, canteen goods should not be stored for long periods of time.
(c) HSC accepts no responsibility for club equipment or goods stored in its amenities.
(d) HSC reserves the right to request the removal of club equipment and goods stored in its amenities and rooms, at any time.
(e) No fuel is to be stored.
(f) No glass containers of any kind are to be stored on grounds.
(g) Storage of club equipment in canteens, change rooms or toilets is not permitted.

5.8. Security

5.8.1. Hawkesbury City Council and the HSC will be responsible for the overall security of the facility. However, hirers will be required to ensure that:

(a) Buildings are secured when not being used.
(b) Keys are not handed out needlessly.
(c) Keys are returned to the HSC at the end of the season.
(d) Gates are locked.
(e) Electricity distribution boards are locked.

5.9. Rubbish

5.9.1. HSC will provide adequate garbage bins and remove all garbage, having regard to the reasonable use of the property e.g. normal competition.

5.9.2. Additional bins and garbage removal (e.g. in the event of carnivals, gala days etc) will incur Hawkesbury City Council's current fee.

5.9.3. All rubbish and litter must be placed in the bins provided. Grounds should be cleaned up after use and club members encouraged to "Do-the-right-thing." No glass bottles or glass of any description is permitted on the grounds.

5.9.4. If extra bins are required for large events, hirers should organise bins and remove rubbish.

5.9.5. NO FIRES are allowed under any circumstances.

5.9.6. Grounds left in an untidy condition will be cleaned by the HSC and where clubs are found to have been negligent; they shall be liable for the cost of cleaning. It should be noted that HSC will prosecute any persons found dumping rubbish.

5.10. Parking

5.10.1. All vehicles are to be parked within areas provided. Club officials should control parking to ensure no incidents occur that may lead to damage of Council or personal property.

5.10.2. Under no circumstances is it permissible for vehicles to park or drive on playing fields or to block access.

5.11. Entrance Fees

5.11.1. HSC permission is required for the charging of entrance fees either for persons or vehicles. Permits will only be given where grounds are fenced off to exclude general public entry and in accordance with Council's policies.

5.12. Crowd Control

5.12.1. Clubs are expected to carry out adequate crowd control to prevent incidents that may interfere with the safety of other people. Matters considered to be under the club's control include:

(a) No spectators should be allowed onto playing area whilst sporting activities are taking place
(b) No spectators should interfere with adjoining private property e.g. fences, houses

(c) Unruly, disturbing or offensive behaviour and offensive language amongst the crowd or competitors is not to be tolerated.
(d) No projectiles are to be thrown onto the playing area or at members of the crowd.

5.13. Noise

5.13.1. As a courtesy to other ground users and nearby residents, noise levels should be kept at a reasonable and acceptable level.

5.13.2. The use of amplified systems requires further consultation with HSC.

5.14. Amusements

5.14.1. A separate application is required for amusement devices including rides, inflatable and animals.

5.14.2. Operators must also have appropriate licences and public liability insurance and be inspected by Hawkesbury City Council.

5.15. Fireworks

5.15.1. Fireworks display permits are issued by Workcover NSW. This permit must be obtained before approval is granted by Sports council.

5.15.2. Local Fire brigades must be notified of events.
5.15.3. Fire bans may prevent approvals.

5.15.4. All proposed fireworks must comply with Hawkesbury City Councils Fireworks Policy.

5.16. Temporary Structures

5.16.1. Erection of temporary buildings or shelters such as tents, marquees and stalls is permissible with consent of Sports Council. Underground irrigation and cables may prevent pegs being used.

5.17. Catering

5.17.1. The preparation and cooking of food at sportsgrounds that do not have catering rights is permissible for private consumption only.

5.17.2. The operation of a refreshment/food stall to sell food is a matter of negotiation between the hirer and HSC.

5.17.3. Additional inspection fees apply.

5.17.4. All stalls must meet the Council's Health Regulations.

5.17.5. Information on Council's Health Department code for "Temporary Food Premises" is provided in each canteen.

5.18. BBQ

5.18.1. Facilities are available at some grounds.

5.18.2. The hirer is welcome to bring and use portable BBQ's subject to seasonal fire restrictions.

5.18.3. Under no circumstances are open fires to be used and no gas cylinders are to be left on the grounds.

5.19. Dogs

5.19.1. Dogs are not permitted on sportsgrounds excepting for licensed training clubs.

5.19.2. Pool Park at South Windsor (opposite Oasis Swimming Centre) is provided to exercise dogs.

5.19.3. Guide dogs are exempted from this ruling.

5.20. Mini or Trail Bikes

5.20.1. Under no circumstances are mini, motor or trail bikes permitted to be ridden at any sportsground. (Please report any observed incidents directly to the local police).

5.21. Circuses and Carnivals

5.21.1. All operators of carnivals, side-shows, circuses and similar amusements must obtain HCC approval before occupying any site.

5.21.2. Apart from the payment of a fee to HSC and the lodgement of a deposit against damage, the operator of a carnival or circus must produce to Council evidence of safety certification of carnival equipment and current Public Risk Liability Insurance cover.

5.22. Camping

5.22.1. There are no recognised camping sites located on either parks or reserves in the area under the control of the HSC. However, approval to camp may be given on occasions to groups such as the Scout and Guide Association at sites determined by the Sports Council. Requests should be made to the Sports Council's Administrator.

5.23. Horses

5.23.1. Apart from designated ground, horses cannot be ridden on footpaths or footways except when entering or leaving a property. They are required to be ridden on the road carriageway or road shoulders and no horses are permitted to be ridden in Council's parks, reserves or sportsgrounds.

5.24. Alcohol in non-designated Alcohol Free Zones

5.24.1. The sale or consumption of alcohol is prohibited during junior fixtures and no glass of any kind is permitted on any grounds.

5.24.2. The sale of alcohol without a liquor licence is prohibited. Applications to sell alcohol must be lodged for permission, accompanied by written consent and approval from the Police Service and the Licensing Court of NSW.

5.25. Schools

5.25.1. HSC shall have the right to allocate sportsgrounds to local schools outside those times allocated to clubs. Schools may have access to toilets during their use of grounds and are provided with keys to gain access to grounds and toilets.

5.25.2. They are required to keep grounds clean and tidy and to control students. Schools having Fun Runs, Walkathons, Cross Country and Athletics Carnivals must provide to the Sports Council clearly defined maps of the course and areas to be used, identifying the appropriate number of course marshal stations, adequate first aid facilities, water and resting sports. The course must also ensure that the free flow of vehicular and pedestrian traffic is not affected in any way. Sports Council, for safety reasons, recommends that Police Service, Ambulance and other Emergency Services be notified of such activities. Current fees will apply for school use.

5.26. Golf

5.26.1. Due to the damage caused and possible injury risk to other users, golf is not permitted on any sportsground.

ATTACHMENT A: Guidelines for signs in active sporting areas

A1.0 Amenity

A1.1 The erection of signs is to have minimal impact on the amenity of the area and particularly residential amenity.

A1.2 Consideration is to be given to appropriate landscaping in conjunction with the erection of signs.

A1.3 Signs will not be permitted where they present a major impact on visibility from adjacent roads.

A1.4 Free standing sign are dangerous and unsuitable.

A1.5 Signs should in all cases comply with Sports Council's signage code.

A2.0 Construction maintenance

A2.1 Responsibility for the erection, maintenance and removal of sign is that of the sporting club or association.

A2.2 Signs will be allowed a maximum size of 1.2 metres in length x 0.900 metres depth with all signs erected on fences to have an area of fence at least the size of the sign on either side.

A2.3 Signs are not to be placed where they could be an obstruction or hazard to sports participants, spectators, HSC staff or the general public.

A2.4 Access must not be restricted by the placement of any sign.

A2.5 The club or association is to make good any damage caused to Council's property as a result of installation or removal of signs.

A2.6 HSC is not to be held responsible for repairs to signs or replacement of signs as a result of objects thrown from mowers, slashers or other equipment during normal maintenance or necessary improvement works on the grounds.

A2.7 Signs are to be constructed from steel, aluminium, compressed fibro cement or other approved durable, weather resistant material of good quality. Signs are to have a non-reflective finish.

A2.8 All framework is to be 12.5 mm SHS (square hollow section tube) or similar approved material.

A2.9 All joints, edges and corners are to be ground smooth.

A2.10 All signs fixed to framework are to be continuously welded or fixed at short intervals with recessed screws or bolts. Wire ties will not be permitted for these signs.

A2.11 All signs are to be maintained to a reasonable standard. Any signs found to be in a poorly maintained state must be repaired or removed, as directed by the Sports Council.

A2.12 Vandalised signs must be repaired or replaced by the responsible body as defined in 2.1 above, as soon as possible and generally within four weeks of the damage taking place. If the sign presents a hazard to the public it is to be removed immediately.

A3.0 Advertisements on scoreboards

A3.1 Where a scoreboard is erected, one advertisement, having a height not exceeding 450 mm and a length not exceeding the width of the score board may be displayed.

A4.0 Information signs

A4.1 A sign with a maximum area of two square metres, which contains a reference to the name of the sporting organisation, the date of the next fixture or the like, may be erected for each playing field.

A4.2 NO ADVERTISEMENTS SHALL BE DISPLAYED ON SUCH SIGNS.

A5.0 General

A5.1 The erection of signs in active sporting areas is to be in accordance with these guidelines and recommendations.

A5.2 Any income derived from the erection of signs on sporting fields is to be retained by the body initiating that revenue.

A5.3 Where more than one sporting body has use of a ground, the HSC may allocate the available area for advertising.

A5.4 Before finalising the signage location, please contact the HSC for confirmation of the area available.

A5.5 All sponsorship signs are to be removed at the end of the season.

ATTACHMENT B: Hawkesbury Sports Council Inc. Sportsgrounds

FIELD NAME	STREET	SUBURB
Area 1 - Richmond		
Bensons Complex	Bensons Lane	Richmond
Icely Park	Dight Street	Richmond
Richmond Oval	Windsor Street	Richmond
Tamplin Field	Lawrence Street	Richmond
Area 2 – Windsor/Bligh Park		
Berger Reserve	Berger Road	South Windsor
Bounty Reserve	Wetherill Crescent	Bligh Park
Colonial Reserve	Colonial Drive	Bligh Park
Deerubbin Park	Cornwallis Road	Richmond Lowlands
Don't Worry Oval	Moses Street	Windsor
McQuade Park	George Street	Windsor
Mileham Street Netball	Mileham Street	South Windsor
Area 3 – McGraths Hill/Vineyard/Pitt Town		
Brinsley Park	Eldon Street	Pitt Town
Colbee Park	Bismarck Street	McGraths Hill
Oakville Park	Oakville Road	Oakville
Vineyard Park	Park Street	Vineyard
Area 4 – Wilberforce/Glossodia/Kurrajong/North Richmond		
Breakaways Ovals	Freemans Reach Road	Freemans Reach
Glossodia Park	Creek Ridge Road	Glossodia
Powell Park Tennis Courts	Stanley Street	Kurrajong Heights
Turnbull Oval / Tennis / Netball Courts	Beaumont Avenue	North Richmond
Peel Park (John Wellington Ovals, Redbank Ridge Reserve, Kemsley Downs)	Pecks Road	North Richmond
Woodbury Estate	Spinks Road	Glossodia
Woodlands Park	Woodlands Road	Wilberforce

ATTACHMENT C: Prevention of heat injury in sport

The risk of heat injury from high intensity sport is significant. It can range from cramps, through heat exhaustion to heat stroke. At temperatures above 28^{o} Celsius an extreme risk of heat injury to sporting and activity participants exists. Sporting events or activities which require moderate to intense exercise should be postponed or cancelled in these conditions.

Activities requiring low levels of exertion may be substituted for more intense exercise, however necessary precautions and vigilance are still required to prevent heat injury.

C1.0 Risk Categories

C1.1

Between 23°C and 28°C	high risk of heat injury
Between 18°C and 22°C	moderate risk of heat injury
Below 18°C	minimal risk of injury

C1.2 During a competition, a competitor may produce 15 - 20 times the heat they produce at rest. Dissipation of this excess heat is primarily through sweating. If the body's ability to dissipate the excess heat is compromised, core temperature in an average size individual may rise by one degree Celsius for every five minutes of exercise.

C1.3 Factors which impair the body's ability to dissipate heat are high ambient temperature, solar radiation, humidity (which affects the efficiency of the sweating process) and dehydration.

C1.4 The following precautions may be taken to reduce the above risks:

(a) Timing of games - Where possible, games should be scheduled at times which are not likely to exhibit temperatures in the extreme range

(b) Acclimatisation - When planning games/activities after long periods of cooler conditions or inactivity, participants should be given the opportunity to acclimatise to the hotter conditions gradually.

(c) Hydration - To diminish heat injury risk, fluid should be consumed before, during and after activity. Participants should also be trained to build drinking of water into their daily life, whether playing sport or not. Remember that, even under normal conditions, by the time an individual actually feels thirsty, the body is usually already in a state of dehydration.

(d) Rest and Rotation of Players - Player interchange and substitution should be used to give participants the opportunity to rest through out the activity.

(e) Clothing - Light coloured and loose fitting clothing made of natural fibres with high absorption properties, should be chosen for sporting uniforms.

ATTACHMENT D: Contacts

EMERGENCY CONTACTS	
Hawkesbury City Council	Phone (02) 4560 4444 Fax (02) 4587 7740
Hawkesbury Sports Council	Mobile 0408 236 186
Police, Fire Brigade, Ambulance	000
Windsor Police	Phone (02) 4587 4099
State Emergency Services	Phone (02) 4575 1280

ATTACHMENT E: Glossary of terms

The following terms and meanings are used throughout this guide:

Sports Grounds / Facilities — Those areas of public reserve where organised sport and activities take place.

HSC or Sports Council — Shall mean Hawkesbury Sports Council Incorporated.

HCC — Shall mean Hawkesbury City Council.

Club — Shall also infer Association and shall mean a group of people organised into a recognisable body to administrate the playing of sport.

Hirer — Shall mean a club who uses and pays for a sports ground on a regular basis.

Casual Hirer — Means a club, group or individual who hires a sports ground on a one-off basis, even if it is for a regular event.

Agreed use — Shall mean the use that Sports Council has agreed to be conducted on the allocated sports ground.

KEY ISSUE POLICY

1. All user groups requesting a key must complete the key issue form.

2. Only one key will be issued per person.

3. All Club Executives are to present Hawkesbury Sports Council with a list of "authorised key holders". Keys will not be issued to unauthorised persons.

4. The issue of master keys is to be strictly limited. In the event of a club / user group requesting excessive master keys, Hawkesbury Sports Council will take the initiative to restrict the issue of these keys.

5. Clubs / user groups will be totally responsible and accountable for the monitoring of key issues and usage.

6. In the event of a Club / User group authorising a person to hold a key and that key is subsequently lost—the club / User group will be held financially accountable for all costs incurred due to the loss of that key. These costs could include:

   (a) Rekeying costs
   (b) Costs associated with any break in or misuse of the out standing / lost key/s.

7. All user groups must leave a $25.00 refundable deposit for each key issued.

8. Key holders may not loan or give their key to any other person.

9. In the event of a user group requiring a key to a ground other than the ground applied for in the booking form, authorisation will be required from the regular user for a key to be issued to that ground.

10. Designated key issue and return evenings will be advised by Hawkesbury Sports Council. Keys may be issued or returned any working day between the hours of 9:30am and 4:30pm or on the designated key issue and return evenings.

11. Any user group not returning keys by the due date will forfeit the relevant deposit and may incur costs as at point 6 above.

12. A copy of the Key Issue Form will be provided by Hawkesbury Sports Council to each person being issued a key. In addition, a copy of the Key Issue Form will also be provided to the club /user group authorising that person's key.

13. Please note that clickers will no longer be used for the activation of floodlighting and irrigation. Clickers have now been replaced by mobile phone activation. A separate form for authorisation of persons to activate floodlights / irrigation is required to be completed by user group executive.